



DEPARTMENT OF THE NAVY **ON-LINE APPLICATION EXPRESS**

NEWS * news

With Application Express, applying for a job is as easy as filling in your name, Social Security Number, and contact information!

APPLICATION EXPRESS is a fast and easy way to apply for Department of the Navy civilian job opportunity announcements. With Application Express, you use a current resume already on file with a Department of the Navy Human Resources Service Center to apply for other job announcements issued by that Center.

TO USE THIS PROCESS, THE FOLLOWING CONDITIONS MUST BE MET :

- (1)** You must already have a current up-to-date resume on file with the Human Resources Service Center that issued the job announcement you wish to apply on.
- (2)** The job opportunity announcement must permit use of the Application Express process. This will be identified in the "How to Apply" section of the announcement.

If both of the above conditions apply, then Application Express is the application option for you. If you don't meet the above conditions, then you will need to submit a resume to apply. You can do this by using our On-Line Resume Builder located on our web site at www.donhr.navy.mil.

WHERE DO YOU ACCESS APPLICATION EXPRESS? Go to our web site at www.donhr.navy.mil. Click on Job Opportunities and then Jobs, Jobs, Jobs and search for the job in which you're interested. ***At the bottom of each and every on-line job announcement is an "Application Express" button.*** Click on that button and it will take you to Application Express. Fill in your name, Social Security Number, and contact information and then press submit. It's that easy!

Visit our web site today at www.donhr.navy.mil and see how easy it is to apply for Department of the Navy civilian positions!